

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PROBATION ASSISTANT**

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Jurisdictional Class: **Competitive**

Date Adopted: **12/96**

Date Revised: **2/08/02**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **13**

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**DISTINGUISHING FEATURES OF THE CLASS:** This is a para-professional position involving responsibility for assisting probation officers in a local probation agency in selected tasks related to the various processes of probation service. An employee in this title may perform such tasks for a number of probation officers and/or may be a member of a team evaluation or supervision program. The establishment of such positions enables probation officers to concentrate to a greater extent on individual, group and community needs requiring professional attention and specifically to offer greater supportive assistance to persons serviced by the probation agency. The ratio of probation assistant positions to probation officer positions (including probation officer trainees) shall not be in excess of one to four without written approval of the State Director of Probation. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Maintains accounting records for various probation accounts;

Prepares and maintains attendance and payroll records for the department in conjunction with the County Treasurer's office;

Enters requisitions and vouchers on computerized system and prepares for reimbursement;

Assists in gathering of information for probation personnel from a variety of sources, including public and private social agencies, law enforcement agencies, courts, employers, etc.;

Assists in verification of social and legal history data pertaining to individuals serviced by the probation agency;

Assists individuals serviced by the probation agency in completing questionnaires and other documents requiring written information;

Assists in establishing or maintaining contact with persons or organizations in the community that may provide necessary resources for individuals serviced by the agency;

Assists in compiling statistical data for a variety of projects and reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Basic knowledge of community resources; ability to deal with people; good judgment; ability to read and analyze written material; basic command of language and ability to communicate clearly.

**MINIMUM QUALIFICATIONS:**

- (A) Associate's degree in secretarial science, office technology, or a related field, and one (1) year of clerical experience in a criminal justice agency; **OR**
- (B) Graduation from a secretarial or business school, and two (2) years of clerical experience in a criminal justice agency; **OR**
- (C) An equivalent combination of training and experience as outlined by (A) or (B) above.

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**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**NOTE:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.